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CIA-RDP70-00211R000200190007-1

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: MARCH 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	47	511	
2. RECORDS ACCESSIONED	507	5,523	33,823
3. RECORDS DISPOSED OF AT CENTER	125	603	2,273
4. RECORDS TRANSFERRED FROM CENTER	128	1,051	5,033
5. RECORDS HOLDINGS	26,517		
6. DISTRIBUTION MATERIAL RECEIVED	235	2,012	19,754
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	51	963	5,251
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	119	505	3,528
9. DISTRIBUTION MATERIAL HOLDINGS	12,175		
10. TOTAL HOLDINGS	38,692		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	860	7,038	50,872
12. INFORMATIONAL REQUESTS	400	1,024	4,152
13. INFORMATION REPORTS	304	2,354	
14. INTELLIGENCE REPORTS	12,050	37,488	
15. ADMINISTRATIVE ISSUANCES	663	6,509	
16. TOTAL	14,277	54,413	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	11,932	94,760
B. RETURNS	3,355	28,855
18. ADMINISTRATIVE ISSUANCES	2,761	17,805
19. TOTAL	18,048	141,420

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	633	6,616
21. PHOTOCOPY	152	704
22. DITTO	180	413
23. TOTAL	965	7,733

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	41,220
25. UTILIZED	38,692
26. COMMITTED	2,222
27. AVAILABLE	306

FORM NO. 490j
1 MAR 57

* 1200 cu.ft. of this figure is VA Records - Map Negatives

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